

RESOLUTION NO. 91-58

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A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATIONS  
FOR UTILITY SERVICE OPERATOR I/II

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RESOLVED, that the Lodi City Council does hereby approve the revised class specifications for Utility Service Operator I/II, as shown on Exhibit A attached hereto.

Dated: March 20, 1991

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I hereby certify that Resolution No. 91-58 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider  
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None

  
Alice M. Reimche  
City Clerk

UTILITY SERVICE OPERATOR I/IIDEFINITION:

Under direction monitors, controls and takes charge of the City's electrical and water distribution system on an assigned shift basis; directs field switching operations; operates computer-based control systems; receives emergency calls; dispatches appropriate personnel and does related work as required.

DISTINGUISHING CHARACTERISTICS:

The Utility Service Operator I position is the advanced entry-level of the Utility Service Operator class series. Positions in this class are not expected to have a working knowledge of electric and water distribution control systems and devices, but are expected to perform assigned responsibilities given necessary training. The Utility Service Operator II position is a journey level class position. Positions in this class perform skilled tasks independently with a minimum amount of direct supervision and are expected to possess a complete working knowledge of electric and water distribution control systems and devices and to quickly, accurately and effectively assess an emergency situation and take appropriate action. This class works an assigned rotational shift year round in addition to standby duty for emergency call back during the third shift.

SUPERVISION RECEIVED AND EXERCISED:

Utility Service Operator I receives immediate supervision from the Utility Operations Supervisor and lead direction from Utility Service Operator II's.

Utility Service Operator II receives immediate supervision from the Utility Operations Supervisor. Coordinates work schedules with Electric Utility Supervisor and Electric Foreman/Forewoman.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Monitors, controls and operates the City's electric and water distribution systems.
- Operates SCADA system.
- Operates mobile radio system.
- Prepares switching programs, interruption reports, daily operational reports, etc.
- Receives emergency calls and dispatches appropriate personnel.
- Develops, controls and dispatches switching instructions for both field and substation switching.
- Develops switching procedures for emergency service restoration.
- Maintains system dispatch maps current.
- Maintains various logs and records on facility operations.
- Operate various computer equipment.
- Performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition.
- Assists in training other operators.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, materials and equipment used in the operation, control and maintenance of electric and water distribution systems.  
Principles of electric and water distribution systems and equipment.  
Safe work practices and procedures.  
English usage, spelling, grammar and vocabulary.

Ability to:

Develop, carry out and take charge of switching procedures for the City's electric and water system.  
Think and act quickly in emergencies, and to judge situations accurately.  
Dispatch appropriate personnel under normal and emergency situations.  
Read and interpret various diagrams, devices and computer generated data.  
Maintain accurate records, maps and status board and to prepare reports.  
Establish and maintain cooperative working relationships.  
Effectively communicate via radio, telephone and in writing with other employees, agencies and the general public.  
Maintain control and remain professional and courteous in emergency and other work situations under adverse conditions.  
Follow oral and written directions.  
Speak clearly and decisively.  
Operate computer-based equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Utility Service Operator I:

Education:

Equivalent to completion of high school; coursework in electrical theory and reading and interpreting electrical schematics and diagrams.

OR

Experience:

Training through an electrical apprentice program.

Utility Service Operator II:

Education:

Equivalent to completion of high school.

Experience:

Journey level experience at an electric utility in the area of system operation/dispatch or electric power distribution field operations.

RESPONSE REQUIREMENT:

Must be able to meet a 20-minute response requirement.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License from the California Department of Motor Vehicles.